



BROADCAST TECHNICIAN, LEAD

CHARACTERISTICS OF WORK:

This is the leadership level within the ETV-Broadcast Technician series. Employees work in the television industry. Work encompasses the maintenance/operational functions of maintenance engineer, and operational engineer as well as video operator, audio operator, and all operational functions of the division in which the employees work. Employees provide functional supervision and assistance in the performance of complex technical tasks. Supervision is received from the section supervisor, but employees are required to make technical decisions without supervision.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

An Associate's Degree from an accredited two-year college in Electronics or a directly related field;

AND

Experience:

Two (2) years of experience in work directly related to the described duties.

OR

Education:

Graduation from a standard four-year high school or equivalent (GED);

AND

Experience:

Four (4) years of experience in work directly related to the described duties.

Substitution Statement:

Graduation from a standard four-year high school or equivalent (GED), directly related education, and directly related experience may be substituted on an equal basis.

Special Work Requirements:

Must be able to work varying shifts all hours of the day and night. May be called to work for extended periods during emergencies or special needs.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Heavy Work: May frequently exert force equivalent to lifting up to approximately 50 pounds and/or occasionally exert force equivalent to lifting up to approximately 100 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Peripheral: Ability to observe an area that can be seen up and down or to the left and right while eyes are fixed at a given point.

Depth Perception: Three dimensional vision, ability to judge distances and spatial relationships.

Ability to adjust focus: Ability to adjust the eye to bring an object into sharp focus.

Color: Ability to identify and distinguish colors.

Speaking/Hearing: Possesses the ability to give and receive information through speaking and listening skills.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; stand and walk; reach with hands and arms; stoop, kneel, crouch, or bend; and climb or balance.

COMPETENCIES:

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

PUBLIC SECTOR COMPETENCIES:

Integrity and Honesty: Demonstrates a sense of responsibility and commitment to the public trust through statements and actions.

Models and demonstrates high standards of integrity, trust, openness, and respect for others. Demonstrates integrity by honoring commitments and promises. Demonstrates integrity by maintaining necessary confidentiality.

Work Ethic: Is productive, diligent, conscientious, timely, and loyal.

Conscientiously abides by the rules, regulations, and procedures governing work.

Service Orientation: Demonstrates a commitment to quality public service through statements and actions.

Seeks to understand and meets and/or exceeds the needs and expectations of customers. Treats customers with respect, responding to requests in a professional manner, even in difficult circumstances. Provides accurate and timely service. Develops positive relationships with customers.

Accountability: Accepts responsibility for actions and results.

Is productive and carries fair share of the workload. Focuses on quality and expends the necessary time and effort to achieve goals. Demonstrates loyalty to the job and the agency and is a good steward of state assets. Steadfastly persists in overcoming obstacles and pushes self for results. Maintains necessary attention to detail to achieve high-level performance. Deals effectively with pressure and recovers quickly from setbacks. Takes ownership of tasks, performance standards, and mistakes. Has knowledge of how to perform one's job. Knows the organization's mission and functions and how it fits into state government.

Self Management Skills: Effectively manages emotions and impulses and maintains a positive attitude.

Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works effectively and cooperatively with others to achieve goals. Treats all people with respect, courtesy, and consideration. Communicates effectively. Remains open to new ideas and approaches. Avoids conflicts of interest. Promotes cooperation and teamwork.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Demonstrates cross cultural sensitivity and understanding. Identifies and seeks to solve problems and prevent or resolve conflict situations. Encourages others through positive reinforcement.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Receives other cues such as body language in ways that are appropriate to listeners and situations. Takes into account the audience and nature of the information; listens to others, attends to nonverbal cues, and responds appropriately. May make oral presentations. Communicates ideas, suggestions, and concerns, as well as outcomes and progress throughout the process of an activity. Provides thorough and accurate information.

Self-Development: Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

Seeks efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development. Develops and enhances skills to adapt to changing organizational needs. Remains open to change and new information and ideas.

TECHNICAL COMPETENCIES:

Electronic Technical Proficiency: The ability and willingness to exhibit competency in the technical areas needed to effectively and efficiently perform the duties of a broadcast technician.

Understands and properly complies with all applicable federal, state, and local laws and agency regulations regarding broadcast operations. Demonstrates the ability to read and understand essential operational manuals for broadcast equipment. Ensures proper operation of all broadcast systems by performing routine operational checks to ensure compliance with generally accepted broadcast standards as adopted by the agency. Stays abreast on new technologies. Initiates, prepares, and maintains all necessary logs and records in proper form and within established time frames. Ensures quality through a thorough knowledge of and proper utilization of assigned equipment. Understands and properly uses agency software and equipment required in order to perform the job. Trains and mentors co-workers. Effectively participates in technical training, continuing education, mentoring from higher-level technicians, and individual professional development. Maintains work area and equipment at sites in order to provide a clean and safe environment. Properly executes all emergency protocols. Complies with OSHA, NEC, and ANSI safety regulations as identified by the agency while working with energized equipment and throughout the workplace. Assumes responsibility for work performance with regards to on-going production and on-air needs. Maintains inventory of supplies and equipment.

Stakeholder Interactions: The ability and willingness to appropriately interact and communicate effectively with stakeholders.

Understands and supports the agency mission and goals in all interactions. Keeps management informed of problem issues and works to correct in a timely manner. Demonstrates the ability to interact appropriately with a variety of people in a variety of situations exercising tact, judgment, and discretion. Interacts well with other MPB employees to accomplish goals.

Workflow Management: The ability and willingness to prioritize and perform work within defined specifications and timelines.

Exhibits the ability to handle multiple issues and projects concurrently and effectively prioritizes tasks in order to meet timelines. Documents activities and incidents in proper form and within established time frames. Organizes and utilizes resources to achieve results within defined specifications and in a timely manner. Provides emergency fill in when necessary.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Installs, operates, and maintains equipment.
2. Assures broadcast operations are properly performed, documented, and coordinated with other functional areas.
3. Assures equipment is tested and used properly.
4. Trains and assists new employees.

5. Develops an understanding of the impact of the functions of this position in relationship to other functional areas.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Performs technical duties in the installation, operation, and maintenance of television cameras, videotape recorders, switchers, transmitters, and audio/video consoles.

Performs modification and alignment of electronic equipment per manufacturer's specifications.

Ascertains and ensures that all operations are within prescribed division policies, practices, standards, and in accordance with FCC requirements.

Participates in technical quality control and production of teleproductions.

Tests and adjusts equipment and system operation levels.

Performs housekeeping and building maintenance duties as assigned by the supervisor.

Operates and maintains transmitter terminal and test equipment; follows safety rules and regulations.

Takes corrective action as required or directed.

Corresponds with vendors when technical assistance and/or parts support is needed.

Provides technical training and assistance to entry-level technicians.

Assumes the responsibilities of the section supervisor in his/her absence.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.

